



Active Partners Performance System

APPS

Quick Reference Guide

For Industry Users

<http://www.hud.gov/fha/fhasystm.html> and select "Multifamily Systems"
OR
<http://www.hud.gov/fha/mfh/fhaosmf.html> and select "APPS"

Contact: Faye A. Stank, (202) 619-3550, Faye_A._Stank@hud.gov

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1

Introduction to the Active Partners Performance System (APPS)

Key Points

This chapter introduces the Active Partners Performance System. This overview covers:

- Introduction
- Submissions
- Review

1.1 Introduction

The **Active Partners Performance System (APPS)** was developed to automate the submission and review of the HUD Previous Participation Certification Process form (2530). This guide gives users the basic steps to perform necessary functions within APPS. The HUD 2530 form initiates the approval process for Industry entities who would participate in a HUD project. The HUD 2530 contains data on principal participants in multifamily housing projects, including their previous participation with HUD and other housing agencies. An approved Previous Participation Certification is a prerequisite for approval of various applications to do business with HUD. An approved HUD 2530, however, does not guarantee that HUD will approve the application it supports. Data originating with the Previous Participation Certification form will support Housing asset management and project development activities, and Assessment Center and Enforcement Center activities.

1.2 Submissions

There are four types of 2530 submissions:

- **Baseline**—allows an organization to identify their principals.
- **Property**—allows an entity to seek HUD’s approval to play a specific role in a particular property.

- **Organization Change**—enables an organization to add, edit, or remove principals, or to change a principal's role, ownership percentage, or starting date within an entity.
- **Identity Change**—enables an individual to change their SSN, or an organization to change its TIN, legal structure, and type of ownership.

There are several submission reasons within each of these 2530 types:

- Baseline Submissions
- Property Submissions
 - New Application for Mortgage Insurance
 - Refinance Application for Mortgage Insurance
 - New Application for Capital Advance Grants
 - New Application for Other Subsidies
 - New Role for Property
 - Transfer of Physical Assets
- Organization Change Submissions
 - Major Organization Change Submissions
 - Corporate Buyout
 - Major Organization Change (adding a principal, changing a principal's role within an organization, changing the percentage of ownership)
 - Minor Organization Change Submissions
 - Court Order Inheritance
 - Minor Organization Change (removing a principal, changing a principal's role to anything but Limited Partner, General Partner, or Managing General Partner, changing the percentage of ownership to less than 25% for partners, less than 10% for non-partners)
- Identity Change Submissions

1.3 Review

Baseline submissions do not require a review in order to be approved and therefore would not go through the review process.

Property submissions require a review in order to be approved. The Field Office must first review property submissions.

Organization change submissions (Corporate Buyout, Major Organization Change) require a Headquarters review. Other organization change submissions (court order inheritance and minor organization changes) do not require a review.

Identity change submissions require a Headquarters review in order to be approved.

2

Key Points

This chapter contains an overview of HUD's Secure Systems and covers:

- Types of Users
- Secure Systems Registration Process

Security in APPS

2.1 Introduction

HUD's business entities submit sensitive information via multiple Web-based systems. In order to ensure that the information sent is secure, business entities enter information through HUD's Secure Systems. The Secure Systems is Web-based, and provides a point of entry to many of HUD's systems. To access information via the Secure Systems, individual representatives of the business entity must have a Secure Systems ID and password. The ID and password ensure that only approved business entities and their representatives can access HUD's secure systems. Representatives can be employed by the business entity or they can be a third party. To obtain a Secure Systems ID, representatives of HUD's business entities must register with HUD. Once the representative of the business entity has registered and received an ID, access to the Secure Systems is granted.

2.2 Types of Users

There are two types of users in the Secure Systems: Coordinators and Standard Users. A business entity or a representative of the business entity must register as a Coordinator. The Coordinator then sets up other representatives as Standard Users.

Coordinator— a Coordinator serves as the System Administrator for an entity. The Coordinator:

- performs maintenance functions on their own system profile
- controls which Standard Users have access to prepare, review, or submit data on behalf of the business entity

- controls which Standard Users have access to assistance contract, PHA, participant, and property information
- retrieves User Secure Systems IDs for Standard Users

The Coordinator serves as the business entity's representative to perform system administration functions such as retrieving Standard User Secure Connection IDs, and assigning them rights. Standard Users cannot be granted system access until a Coordinator has been registered and established in the system. A Coordinator is also responsible for forwarding all information that is received electronically from HUD to the business entity. All business entities must designate a person to act as Coordinator. It is recommended that each business entity designate a second Coordinator for backup purposes.

Standard User—A Standard User is someone who needs access to HUD's systems to prepare, review, or submit data. Like a Coordinator, a Standard User must also register for a Secure Systems ID. However, a Standard User is dependent on their Coordinator to grant them access to HUD's systems.

A Coordinator can also be set up as a Standard User. In this case, the Coordinator not only performs system administration duties, but also prepares, reviews, and submits business data.

2.3 The Secure Systems Registration Process

There is a process that the business entities must follow to register Coordinators with HUD. The registration process ensures that only representatives selected by the business entities have access to the Secure Systems. The process involves HUD, the business entity, and their designated Coordinator. It should be noted that the business entity can act as their own Coordinator.

- The **business entity** chooses a person to register as their Coordinator.
- The **Coordinator** accesses the Secure Systems registration screen and enters all the required information to register for a Secure Systems ID. (This includes the Taxpayer Identification Number [TIN] or Social Security Number [SSN] of the entity for whom they will be Coordinator.)
- **HUD** receives the registration information and compares the TIN/SSN to its "Trusted Business Entity" database. If there is a match, a Secure Systems ID is generated and sent by letter to the CEO or Executive Director (or the equivalent) of the **business entity**.
- The **business entity** confirms the **Coordinator** and sends the Secure Systems ID to the **Coordinator**.

- The **Coordinator** must use the ID and their password to log in to the Secure Systems and establish themselves as a Coordinator in the system.
- After the **Coordinator** initially establishes their own profile, the Coordinator can perform system administration tasks. In order for a standard user to act on behalf of an entity in APPS, the Coordinator must associate the user to that entity through the Participant Assignment Maintenance screen of the Secure Systems. These tasks and instructions for how to perform the tasks are detailed in the Real Estate Assessment Center (REAC) Secure Systems document. This document can be accessed from REAC's web site: **<http://www.hud.gov/reac>**.

3

Creating and Editing Submissions

Key Points

This chapter describes how to:

- Edit Participants
- Create a Baseline Submission
- Input Previous Participation
- Create a Property Submission
- Create an Organization Change Submission
- Create an Identity Change Submission
- Edit Submissions


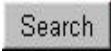


3.1 To Edit Participant



Note: You must be a user for the participant in order to edit/view the participant's information.

1. On the home page click **Edit Participant**. The *Participant Search* screen displays.
2. Enter the participant's TIN or SSN.
3. Click **Search**. *Participant Detail* screen displays.
4. Edit the participant's information.
5. Click **Save**. Screen refreshes with the message, "Save was successful."
6. To return to the home page click the APPS Home Page link.

3.2 To Create New Submission—Baseline

1. On the APPS home page select “Baseline” from the “Create New Submission” drop-down menu.
2. Click .
3. The *Applicant Search* screen displays.
4. Enter the applicant’s TIN.
5. Click . The *2530 Submission* screen displays.
6. Enter the applicant’s Contact Information. (Fields marked with a red asterisk are required.)
7. When the applicant’s contact information has been entered, click .
8. The screen refreshes with the message, “Contact Information was saved successfully.”
9. If you wish to enter comments you may do so in the Comments field.
10. Once comments are entered, click . The screen refreshes with the message, “Comment Information was saved successfully.”

3.2.1 To Add Principals to Organization Structure



Note: You must add at least one individual principal to the Organization Structure.



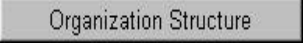
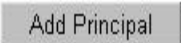
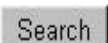

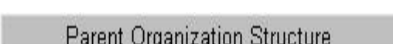
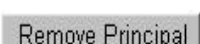
Note: You can only modify principals within the applicant’s first tier.



Note: Organizations added as principals must have previously submitted a Baseline Submission in APPS.

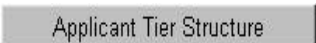




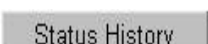


Note: You will be able to view/edit a principal’s information only if you are a user for that principal.

1. Click  to add principals. The *Organization Structure* screen displays.
2. Click . The *Participant Search* screen displays.
3. Enter principal's TIN or SSN.
4. Click . The *Add Principal to Organization* screen displays.
5. Enter the principal's information (Fields marked with a red asterisk are required).
6. If the role is "Other" you must enter comments.
7. Click . The *Edit Principal within Organization* screen refreshes with the message, "Principal has been added successfully."
8. Click . *Organization Structure* screen displays.
9. To add another principal, repeat process.
10. If information was added incorrectly, you may remove the principal by clicking 

OR

To modify the principal's information, select the principal and click .




11. To view the applicant's entire organization structure from the *Organization Structure* screen click . Use the browser's "Back" button to exit the *Applicant Tier Structure* screen.
12. When finished adding principals, click .
13. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information click . To view the chronological history of submission statuses click  (available from the *Submission List* screen and the *2530 Submission* screen). To print Previous Participation Certification, refer to section 3.9.5.

14. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, “Submission Sent to HUD successfully.”
15. The status of the submission will change from “In Process” to “Baseline Established.”

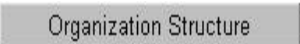




Note: Once a submission has been sent to HUD it cannot be edited and can only be viewed.

3.2.2 To Edit Principal

1. On the *2530 Submission* screen click . The *Organization Structure* screen displays.
2. Select the principal to be edited.
3. Click . The *Edit Principal within Organization* screen displays.
4. Edit the principal's information. (Fields marked with a red asterisk are required.)
5. Click . The *Edit Principal within Organization* screen displays with the message, “Save was successful.”

3.2.3 To Remove Principal






1. On the *2530 Submission* screen click . *Organization Structure* screen displays.
2. Select the principal to be removed.
3. Click . The *Remove Principal from Organization* screen displays.
4. Enter the principal's ending date in the entity.
5. Click . The *Organization Structure* screen displays with the message, “Principal has been removed successfully.”




3.2.4 To Establish Previous Participation



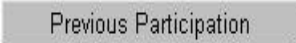
Note: You can only add/edit previous participation while entering a submission and prior to sending the submission to HUD.




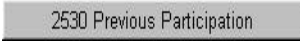
Previous Participation is accessible from the *2530 Submission* screen, the *Organization Structure* screen, and the *Submission List* screen.

1. To establish previous participation click . The *Previous Participation List* screen displays.
2. Click . The *Previous Participation Property Search* screen displays.
3. **For Multifamily Properties**, enter the Contract Number
OR
the FHA Number
OR
the Property ID
OR
the Property Name.
4. Click .
5. If there are several properties displayed, select the property for which you want to establish Previous Participation.
6. Click . The *Previous Participation Detail* screen displays.
7. Go to # 10.
8. **For Non-Multifamily Properties**, enter ID, Type (choose Single Family, Public and Indian Housing, or Non-HUD from drop-down menu) Name, City, and State.
9. Click . The *Previous Participation Detail* screen displays.
10. Enter the Agency/Role information (items marked with an asterisk are required):
 - Agency and Project Role are selected from a drop-down menu.

- There is a field in which to enter Affiliation Comments.
11. Enter Loan Status information only if project role is Owner/Mortgagor:
 - Loan Status is selected from a drop-down menu.
 - There is a field in which to enter Loan Status comments.
 - Indicate whether the property was in default during participation by selecting “Yes” or “No.”
 - If “Yes” was selected, Explanation for Project Default is mandatory.
 12. Enter Last Physical Inspection information:
 - Select Rating from drop-down menu.
 - Select Performed By from drop-down menu.
 - Enter Inspection Date.
 - If Rating was Unsatisfactory or Below Average, an Explanation for Rating is mandatory.
 15. Enter Last Management Review information:
 - Select Rating from drop-down menu.
 - Select Performed By from drop-down menu.
 - Enter Review Date.
 - If Rating was Unsatisfactory or Below Average, an Explanation for Rating is mandatory.
 16. When all required information has been entered, click . Screen displays with the message, “Save was successful.”
 17. Click . The *Previous Participation List* screen will display.
 18. To add further Previous Participation, click  and repeat the above process.

3.2.5 To Edit Participation

1. Click . The *Previous Participation* screen displays.
2. Select Previous Participation to edit.

3. Click .
4. Edit the appropriate fields.
5. Click . Screen displays with the message, “Save was successful.”
6. When you are finished, click . The *Previous Participation List* screen will display.
7. To see Previous Participation Certification, click . The Schedule A (Previous Participation) Certification displays. All principals involved in a submission appear on the Schedule A. If any principals do not have previous participation, the message, “No previous participation. First experience.” will display.
8. To exit the certification, click the “Back” button of your browser.

3.3 To Create New Submission—Property




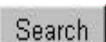
*Note: This submission is available to organizations **only** if a baseline has been established.*



Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.



Note: Only active properties (those with active FHA or Contract numbers) can have a 2530 submission.

1. On the APPS home page go to “Create New Submission.”
2. Select “Property” from drop-down menu.
3. Click . The *Applicant Search* screen will display.
4. Enter the applicant’s TIN or SSN.
5. Click . The *Property Search* screen will display.
6. Enter the Contract Number

OR



FHA Number

OR

Property ID






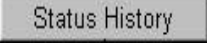
OR

Property Name.


8. Click . The *Property List* screen displays. If there are several properties displayed, select the property for which you are submitting the 2530.
9. Click . The *2530 Submission* screen displays.
10. Select a Reason for the Submission.
11. Select a Role for the submission.



Note: If the reason is "Transfer of Physical Assets," the role must be Owner/Mortgagor. If the reason is "New Role for Property," the role must be anything other than Owner/Mortgagor.

12. Click . The *2530 Submission* screen displays with the message, "Selected role was saved successfully. Selected reason was saved successfully."
13. If you wish to enter comments you may do so in the comments field.
14. When comments are entered, click . The *2530 Submission* screen displays with the message, "Comment data was saved successfully."
15. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information, click . To view the chronological history of submission statuses click  available from the *Submission List* screen and the *2530 Submission* screen. To print the signature list and previous participation certification, refer to section 3.9.4 and 3.9.5.

16. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, “Submission Sent to HUD successfully.”
17. Once sent to HUD, the status will change from “In Process” to “F.O. Review”.
18. If, after sending the 2530 to HUD, you wish to withdraw the submission, click

A rectangular button with the word "Withdraw" in a sans-serif font.

3.4 To Create New Submission—Organization Change—Major







*Note: This submission is available to organizations **only** if a baseline has been established. Use this submission to add, edit, or remove principals, or to change a principal's role, ownership percentage, or starting date within entity.*






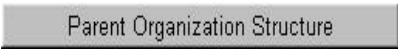

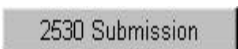

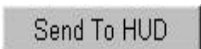
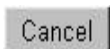

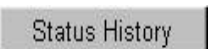
Note: A General Partner, Managing General Partner, or Limited Partner may change their percentage of ownership to greater than 25%. All other roles may change their percentage of ownership to greater than 10%.



Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.

1. On the APPS home page go to “Create New Submission.”
2. Select “Organization Change” from drop-down menu.
3. Click . The *Applicant Search—Organization Change* screen displays.
4. Enter the applicant's TIN.
5. Click . The *2530 Submission* screen displays.
6. Select the Reason for the submission from the drop-down menu (“Organization Change [Major]”).
7. Click . The screen refreshes with the message, “Save was successful.”
8. Click . The *Organization Structure* screen displays.




3.4.1 To Add Principal

1. Click . The *Participant Search* screen displays.
2. Enter the participant's TIN or SSN.
3. Click . The *Add Principal to Organization* screen displays.
4. Enter the principal's information. Fields marked with a red asterisk are required.
5. Click . The *Add Principal to Organization* screen displays with the message, "Save was successful."
6. Click . The *Parent Organization Structure* screen displays with the change indicated in the last column.
7. To view the applicant's entire organization structure from the *Organization Structure* screen click . Use the browser's "Back" button to exit the *Applicant Tier Structure* screen.
8. Repeat the process if necessary.
9. Click .
10. The *2530 Submission* screen displays.
11. If you wish to enter comments you may do so in the comments field. When comments are entered, click .
12. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information, click . To view the chronological history of submission statuses click  available from the *Submission List* screen and the *2530 Submission* screen. To print the signature list and previous participation certification, refer to section 3.9.4 and 3.9.5.
13. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, "Submission Sent to HUD successfully."
14. The status of the submission will change from "In Process" to "BPRD Review."



15. If, after sending the 2530 to HUD, you wish to withdraw the submission, click



3.4.2 To Edit Principal

1. Select the principal to be edited.
2. Click . The *Edit Principal within an Organization* screen displays.
3. Make the necessary edits to the principal.
4. Click . The screen refreshes with the message, “Save was successful.”
5. Click . The *Parent Organization Structure* screen displays with the change indicated in the last column.
6. Repeat the process if necessary.

3.4.3 To Remove Principal

1. Select the principal to be removed.
2. Click . The *Remove Principal From Organization* screen displays.
3. Enter the Ending Date in Entity.
4. Click . The *Organization Structure* screen displays with the message, “Principal has been removed successfully.”
5. The *Organization Structure* screen displays with the change indicated in the last column and the “select” option is no longer available.

3.5 To Create New Submission—Organization Change—Minor







Note: Use this submission to edit or remove principals, change a principal's role, or starting date in an organization.





Note: A principal's role within an organization can be changed to anything other than Limited Partner, General Partner, or Managing General Partner.






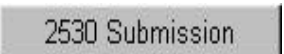
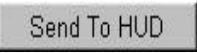
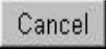


Note: A General Partner, Managing General Partner, or Limited Partner may change their percentage of ownership to less than 25%. All other roles may change their percentage of ownership to less than 10%.

1. On the APPS home page go to “Create New Submission.”
2. Select “Organization Change” from drop-down menu.
3. Click . The *Applicant Search—Organization Change* screen displays.
4. Enter the applicant's TIN.
5. Click . The *2530 Submission* screen displays.
6. Select the Reason for the submission from the drop-down menu (“Organization Change [Minor]”).
7. Click . A “Selected reason was saved successfully” message will display.
8. Click . The *Organization Structure* screen displays.





3.5.1 To Edit Principal

1. Select the principal to be edited.
2. Click . The *Edit Principal within Organization* screen displays.
3. Make the necessary edits to the principal.
4. Click . A “Save was successful” message will display. The change will display in the last column.
5. Repeat the process if necessary.

3.5.2 To Remove Principal

1. Select the principal to be removed.
2. Click . The *Remove Principal From Organization* screen displays.
3. Enter the Ending Date in Entity.
4. Click . The *Organization Structure* screen displays with the message, “Principal has been removed successfully.”
5. The *Organization Structure* screen displays with the change indicated in the last column, and the “select” option is no longer available.
6. To view the applicant’s entire organization structure from the *Organization Structure* screen click . Use the browser’s “Back” button to exit the *Applicant Tier Structure* screen.
7. Click .
8. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information, click . To view the chronological history of submission statuses click  available from the *Submission List* screen and the *2530 Submission* screen. To print previous participation certification, refer to Section 3.9.5.
9. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, “Submission Sent to HUD successfully.”
10. The status of the submission will change from “In Process” to “Approved without Review.”







3.6 To Create New Submission—Organization Change—Court Order/Inheritance






1. On the APPS home page go to “Create New Submission.”
2. Select “Organization Change” from drop-down menu.
3. Click . The *Applicant Search—Organization Change* screen displays.
4. Enter the applicant’s TIN.
5. Click . The *2530 Submission* screen displays.
6. Select the Reason for the submission from the drop-down menu (“Court Order/Inheritance”).
7. Click . A “Selected reason was saved successfully” message will display.
8. Click . The *Organization Structure* screen displays.

3.6.1 To Add Principal



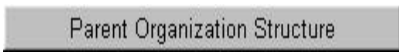


Note: You can add an individual, but not an organization, as a principal in a court order/inheritance submission.

1. Click . The *Participant Search* screen displays.
2. Enter the participant’s SSN.
3. Click . The *Add Principal to Organization* screen displays.
4. Enter the principal’s information. (Fields marked with a red asterisk are required.)
5. Click . The *Add Principal to Organization* screen displays with the message, “Save was successful.”
6. Click . The change will display in the last column.
7. Repeat the process if necessary.
8. To view the applicant’s entire organization structure from the *Organization Structure* screen click . Use the browser’s “Back” button to exit the *Applicant Tier Structure* screen.
9. Click . The *2530 screen* displays.

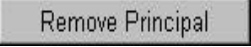

10. If you wish to enter comments you may do so in the comments field. When comments are entered, click . The screen refreshes with the message, “Comments saved successfully.”
11. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information, click . To view the chronological history of submission statuses click  available from the *Submission List* screen and the *2530 Submission* screen. To print previous participation certification, refer to Section 3.9.5.
12. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, “Submission Sent to HUD successfully.”
13. The status of the submission will change from “In Process” to “Approved without Review.”

3.6.2 To Edit Principal

1. Select the principal to be edited.
2. Click . The *Edit Principal within an Organization* screen displays.
3. Make the necessary edits to the principal.
4. Click . A “Save was successful” message will display.
5. Click . The change will display in the last column.
6. Repeat the process if necessary.

3.6.3 To Remove Principal



1. Select the principal to be removed.

2. Click . The *Remove Principal From Organization* screen displays.
3. Enter the Ending Date in Entity.
4. Click . The *Organization Structure* screen displays with the message, “Principal has been removed successfully.”
5. The *Organization Structure* screen displays with the change indicated in the last column, and the “select” option is no longer available.


3.7 To Create New Submission—Identity Change



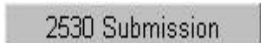


Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.




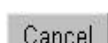

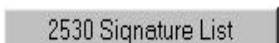
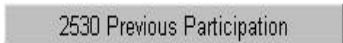
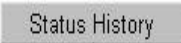
1. On the APPS home page go to “Create New Submission” field.
2. Select “Identity Change” from drop-down menu.
3. Click . The *Participant Search--Applicant Search* screen displays.
4. Enter the applicant’s TIN/SSN.
5. Click . The *2530 Submission* screen displays.

3.7.1 To Change Tax ID


1. Click  button, located beneath “Current Participant Information (at time of this submission).” The *Participant Search* screen will display.
2. The current TIN/SSN will display with a field for the New TIN/SSN.

3. Enter the New TIN/SSN.
4. Click . The *Participant Detail* screen displays with New TIN/SSN.
5. Click . The *Participant Detail* screen displays with message “Save was successful.”
6. Click . The *2530 Submission* screen displays with the old TIN/SSN and the New TIN/SSN (a hyperlink).

3.7.2 To Change Participant Ownership Type and Legal Structure

1. On the *2530 Submission* screen click on the applicant’s link. The *Participant Detail* screen displays.
2. Change the Legal Structure and/or the Type of Ownership.
3. Click . The *Participant Detail* screen displays with message “Save was successful.”
4. Click . The *2530 Submission* displays with the new values shown beneath “Current Participant Information (at time of this submission),” and the former information shown beneath “Previous Participant Information (at time prior to this submission.”
5. You may enter comments in the Comments field at the bottom of the submission.
6. On the *2530 Submission* screen you can click  if you are finished or click , , , or . To view the chronological history of submission statuses click  (available from the *Submission List* screen and the *2530 Submission* screen).

7. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, “Submission Sent to HUD successfully.”
8. The status will change from “In Process” to “BPRD Review.”
9. If, after sending the 2530 to HUD, you wish to withdraw the submission, click

A rectangular button with the word "Withdraw" in a sans-serif font.




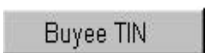
3.8 To Create New Submission—Organization Change—Corporate Buyout



Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.

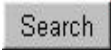


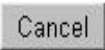

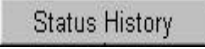



Note: Once a corporate buyout is approved by HUD, the buyee will cease to exist in APPS. The applicant will then inherit the buyee’s previous participation and all participant flags.


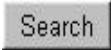
1. On the APPS home page go to “Create New Submission.”
2. Select “Organization Change” from drop-down menu.
3. Click . The *Applicant Search—Organization Change* screen displays.
4. Enter the applicant’s TIN.
5. Click . The *2530 Submission* screen displays.
6. Select the Reason for the submission from the drop-down menu (“Corporate Buyout”).
7. Click . A “Selected reason was saved successfully” message will display.
8. Click .
9. The *Participant Search—Organization Change* screen displays.


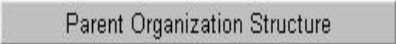



Note: Buyee must have created a baseline submission.



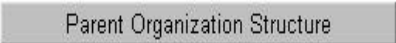
10. Enter the buyee TIN.
11. Click . The *2530 Submission* screen displays with the buyee's information.
12. To edit the principal's within the applicant's first tier as a result of the buyout, click . The *Organization Structure* screen displays.
13. On the *2530 Submission* screen you can click  if you are finished. If you entered incorrect information or no longer wish to send the 2530 submission, click . To see a list of the principals in the submission with all of their participant information, click . To view the chronological history of submission statuses click  available from the *Submission List* screen and the *2530 Submission* screen. To print the signature list and previous participation certification, refer to section 3.9.4 and 3.9.5.
14. Once the submission has been sent to HUD, the *2530 Submission* screen displays with the message, "Submission Sent to HUD successfully."
15. The status of the submission will change from "In Process" to "BPRD Review."
16. If, after sending the 2530 to HUD, you wish to withdraw the submission, click .

3.8.1 To Add Principal

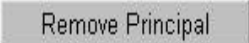
1. Click . The *Participant Search* screen displays.
2. Enter the participant's TIN or SSN.
3. Click . The *Add Principal to Organization* screen displays.
4. Enter the principal's information. (Fields marked with a red asterisk are required.)

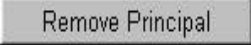
5. Click . The *Add Principal to Organization* screen displays with the message, “Save was successful.”
6. Click . The *Parent Organization Structure* screen displays with the change indicated in the last column.
7. To view the applicant’s entire organization structure from the *Organization Structure* screen click . Use the browser’s “Back” button to exit the *Applicant Tier Structure* screen.

3.8.2 To Edit Principal

1. Select the principal to be edited.
2. Click . The *Edit Principal within an Organization* screen displays.
3. Make the necessary edits to the principal.
4. Click . A “Save was successful” message will display.
5. Click . The *Parent Organization Structure* screen displays with the change indicated in the last column.
6. Repeat the process if necessary.

3.8.3 To Remove Principal

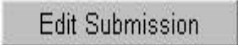

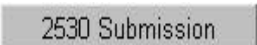
1. Select the principal to be removed.
2. Click . The *Remove Principal From Organization* screen displays.
3. Enter the Ending Date in Entity.

4. Click . The *Organization Structure* screen displays with the message, “Principal has been removed successfully.”
5. The *Parent Organization Structure* screen displays with the change indicated in the last column (the “select” option is no longer available).

3.8.4 To Edit Submission




Note: You must be a user for the applicant (or participant) in order to edit/view the submission.

1. On the APPS Home Page, click . The *Submission Search* screen displays.
2. Enter the applicant’s (or participant’s) TIN or SSN.
3. Select “All Submissions” or “Applicant Submission” radio button.
4. Click . The *Submission List* screen displays.
5. Select the submission to edit.
6. Click . The *2530 Submission* screen displays.

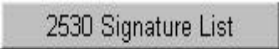


Note: If you select “Applicant Submissions,” only Status History, 2530 Submissions, and Submission Search buttons are available. If you select “All Submissions,” the following buttons are available as well: Previous Participation, 2530 Previous Participation, Signature List, and Submission Directory. This allows participants who are not users for the applicant access to their previous participation and 2530 signature list.

3.8.5 To Print 2530 Submissions

1. If you are a user for the applicant, click  from the *2530 Submission* screen.

OR


2. If you are not a user for the applicant, click  from the *Submission List* screen. The 2530 Submission form displays.
3. Click “Print” on your browser’s toolbar.




Note: Only those participants for whom you are a user will appear on the 2530 Submission form.

1. Click “Back” on you browser’s toolbar to exit the 2530 Submission form.
2. Print, sign, and manually send the submission to HUD.

3.8.6 To Print Schedule A—Previous Participation

1. If you are a user for the applicant, click  from the *2530 Submission* screen.

OR

2. If you are not a user for the applicant, click  from the *Submission List* screen.
3. Click “Print” on your browser’s toolbar.



Note: Only those participants for whom you are a user will appear on the Schedule A—Previous Participation.

1. Click “Back” on you browser’s toolbar to exit the 2530 Submission form.
2. Print and send manually to HUD.

4

Key Points

This chapter describes how to:

- Research LDPs
- Research EPLS

Inquiries on LDPs and EPLS

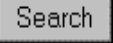
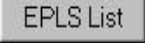


4.1 To View Limited Denial of Participation (LDPs)

1. Click **LDPs** on the APPS Home Page blue sidebar. The *Limited Denial of Participation* screen displays.
2. The list is divided into two alphabetical sections. Choose either “A—L” or “M—Z.” Parties’ names are listed alphabetically.

LDPs are listed by name in alphabetical order and include: Address, HUD program, Start LDP date, End date, List Date, and Office responsible.

4.2 To View Excluded Party List Search (EPLS)

1. Click **EPLS** on the APPS Home Page blue sidebar. The *Excluded Party List Search* screen displays.
2. Enter the Organization Name
OR
the Individual name.

3. Click . The *Excluded Party List* screen displays.
4. To view detailed information on a participant click on their hyperlink. The *Excluded Party List Detail* screen displays.
5. To return to the *Excluded Party List* screen click .
6. To view the definitions of the causes for EPLS flags click on its corresponding link at the bottom of the page. The *Excluded Party Cause and Treatment Description* screen displays.
7. To return to the *Excluded Party List* screen click .
8. To exit the *Excluded Party List* screen click .